

# Retention and Classification Report

**Agency:** Timpanogos Special Service District (Utah) (2202)

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**Records Officer** Shannon Hansen

27418	Accounte receivable
27417	Accounts payable
22128	Personnel files
22131	Pretreatment user file
27436	Time and attendance reports



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 27418

3

**TITLE:** Accounte receivable

**DATES:** 1980

**ARRANGEMENT:** Alphabetical by customer surname

**DESCRIPTION:**

These records tract the revenue of the district and are used to verify debts owed to the district. The records validate budget revenues and receivable balances. They contain billings prepared by the district and supporting information.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 2.

**AUTHORIZED:** 04/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 27418

**TITLE:** Accounte receivable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 27417

1

**TITLE:** Accounts payable

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by vendor name

**DESCRIPTION:**

These records are used to pay the district's bills and validate budget expenditures. They validate bills that have been paid. The records include copies of checks, invoices, purchase orders, requisitions and receiving reports. Correspondence with vendors and computer generated reports may also be included.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 27417

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 22128

3

**TITLE:** Personnel files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by crew name, thereunder numerical by position number

**DESCRIPTION:**

These files are the official employment files for all municipal employees. Included are employment files, applications, time records, training certificates, salary, position, divers license information, 401k enrollment, life insurance information, physical information, work-comp forms, medical information. Also these files usually include the correspondence, credential files, letters of commendation, leave history, work performance, and evaluation forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 22128

**TITLE:** Personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 22131

3

**TITLE:** Pretreatment user file

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by user name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files are collected and maintained to administer the Pretreatment Program as specified by federal regulation (40 CFR 403) to pretreat waste and sewage water before it leaves the business or industrial location. These files include industrial user sample data, user address, permit application and permit, sample manhole information, grease trap data, notice of violations, industrial process information, and user correspondence.

**RETENTION:**

Retain 6 years and then transfer to State Archives with authority to weed.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after industrial user is out of business and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then transfer to State Archives with authority to weed.



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 22131

**TITLE:** Pretreatment user file

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. These files could contain trade secrets of a processing and financial nature about the business.

Private. These files could contain information about individuals that would be considered private.



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 27436

3

**TITLE:** Time and attendance reports

**DATES:** 1979-

**ARRANGEMENT:** Chronological by pay period ending date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal



**AGENCY:** Timpanogos Special Service District (Utah)

**SERIES:** 27436

**TITLE:** Time and attendance reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private